



Healthy Eating Challenge Starter Kit

Focus Area: Healthy Eating

Objective: To create an employee wellness challenge focused on healthier eating.

Length of Challenge: One to four weeks (recommended).

Materials Needed:

- ☐ Sign-Up Sheet/Form (optional, but recommended)
- ☐ Challenge Tracking Sheet (recommended)
- ☐ Prizes (optional)

Directions:

- Develop a Healthy Eating Challenge using the “Getting Started” guidelines below.
- Reach out to your assigned WFHTN Regional Wellness Coordinator for assistance.

Regional/Satellite Offices & AWS Employees: We recommend the challenge be hosted across regional/satellite offices and/or with AWS employees.



WFHT.TN@tn.gov



facebook.com/WFHTN



twitter.com/WFHTN

Getting Started:

1. Select a theme and title for your Healthy Eating Challenge. (For inspiration, please see our [National Health Observance Calendar](#) or be creative.)
2. Decide what dates your Healthy Eating Challenge will run.
3. Establish a sign-up period (for example, one week) before the challenge start date. (Access the [WFHTN Sign-Up Sheet](#) here.)
4. Determine how participants will track and share their progress (for example: Challenge Tracking Sheet, like sample following) and how winners will be rewarded.
 - *Remember: Your assigned WFHTN Regional Wellness Coordinator can assist with a tracking method.*
 - *Challenge rewards do not have to be tangible. Announcing the Healthy Eating Challenge winner(s) in an email, e-newsletter, during an all-staff meeting and/or in a flier are all great ways to give recognition!*
5. Announce the challenge to employees! (This can be done via email, e-newsletter, department intranet, and/or [fliers](#).)
6. At the close of the sign-up period (if you established one), contact all participants to share the following:
 - A welcome, congrats and/or thank you for participating in the challenge.
 - Dates of when the challenge will begin and end.
 - Instructions on how to participate in your Healthy Eating Challenge.
 - Details about how to submit their Challenge Tracking Sheets and how winner(s) will be rewarded.

NOTE: Don't forget to BCC participants if contacting them via email.
7. Print or attach, via email, the Healthy Eating Challenge [Tracking Sheet](#) and distribute to all participants. See a sample Tracking Sheet below.
8. Each week, send participants a friendly email reminding them to engage in the challenge and have fun with it. Your communication might include additional information related to the challenge, such as fun food facts, healthy recipes, tips and tricks, inspirational quotes and/or participant photos. (See 'Sample Weekly Emails Starters' below.)

- *Remember: Your assigned WFHTN Regional Wellness Coordinator can assist with creating additional communications and handouts.*

9. As the challenge comes near an end, send out a reminder to participants to submit their Healthy Eating Challenge Tracking Sheet and announce the winner(s)!

Sample Weekly Emails Starters:

Welcome Email

Subject: Welcome to the Healthy Eating Challenge!

Body:

Hello,

Welcome to the **Healthy Eating Challenge** with the < insert dept > Wellness Council!

We're excited that you're joining us for the next < month > to _____.

In this challenge, the goal is to _____ < 4-week > period.

Challenge Dates: _____

The employee(s) who _____ by end of this challenge will _____. (To win, please submit your Healthy Eating Challenge Tracker to < insert email > by _____.)

Wrap-Up Email

Subject: Thank you for participating in the Healthy Eating Challenge!

Body:

YOU DID IT! You made it to the end of the Healthy Eating Challenge.

We hope you found this challenge helpful to _____.

We'd love to hear what you thought about this challenge by providing your feedback in this short survey here: < insert survey link or attach this survey >

Have photos, video or a success story to share? We'd love to receive them! Simply submit to WFHT.TN@tn.gov

--end--



Healthy Eating Challenge

Sample Tracking Sheet

Use a check mark ✓ to indicate each activity completed.

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CHALLENGE							

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CHALLENGE							

Week 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CHALLENGE							

Week 4	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CHALLENGE							

Total Challenges Completed: _____

NAME: _____

DEPT: _____